



Opaskwayak Health Authority Position Description

Identifying Information

Position Title	Nurse Practitioner
Reports To	Integrated Care Team Manager
Program	ICT-1
Department	Integrated Care Teams
Date	02-July-2020

Job Summary

Reporting to the Integrated Care Team Manager, the Nurse Practitioner (NP) is responsible for comprehensive client care provision & community wellness support & administration. The NP is a key member of the integrated care team (ICT); works in a multi-disciplinary team in consultation & collaboration with OHA program managers to develop & deliver programs & services that meet organizational needs; follows OHA policies & procedures; practices organizational & cultural competencies to the highest level; and provides scheduled coverage to other Integrated Care Teams as required.

Key Responsibilities

Comprehensive Client Care Provision
<ul style="list-style-type: none"> • Acts as a clinical expert / resource to establish, maintain & improve client care delivery • Applies accepted theories of family dynamics, interactions & role expectations while managing care of individuals & families • Applies principles of pharmacology in selecting & prescribing drugs as part of treatment plan; monitors & discusses with the client their response & adherence to drug therapy & makes changes necessary to achieve desired effect • Assesses, diagnoses, manages & evaluates health / illness concerns of clients within the context of the client experience & determinates of health • Carries out advanced therapeutic interventions, such as minor surgical & invasive procedures, essential for clinical management • Collaborates proactively with clients to facilitate & maximize client healthcare outcomes • Collaborates with clients / families & other members of the health care team to share decision making & set priorities for management of diseases, disorders or conditions • Collaborates with clients / interdisciplinary teams / community members in assessing health promotion & illness prevention needs of clients / families & community outcomes • Communicates & works effectively with client / inter-professional team / other stakeholders, using client-centered principles that address physical, cultural, or other barriers to communication & manages professional relationships • Communicates with clients about health findings & discusses outcomes & prognoses • Continually monitors with client, the response to the chosen plan of treatment & makes adjustments as indicated • Coordinates & facilitates care by liaising with other health care providers, agencies & community resources • Demonstrates cultural competence, making resources available to those from diverse backgrounds • Demonstrates expert skills in formal & informal consultation with nursing & all disciplines • Determines & prescribes treatments based on theory & evidence-based practice for the specific client population & assists clients to incorporate treatment plan into their daily lives • Determines the need for health promotion & primary & secondary prevention strategies for individuals, families, & groups & implements same • Documents clinical care in a timely, accurate & relevant manner • Documents clinical documentation into EMR ensuring that it is complete & concise • Ensures communication & responses to inquiries are addressed in a timely & effective manner

- Ensures that day sheets are completed & submitted on a timely basis
- Orders appropriate screening & diagnostic investigations & interprets reports of investigations based on sound clinical reasoning, scientific evidence & critical thinking
- Performs advanced comprehensive & focused health assessments; synthesizes health assessment information & uses critical thinking & decision making to identify health concerns & risks, normal & abnormal states of health & formulates differential diagnoses
- Provides client education, advice & information on health assessment, disease process, medications & treatment plans
- Provides specialized knowledge regarding client / family problems & practice issues through consultation with physicians, nurses & other members of the health care team / client / families
- Recognizes ethical issues inherent in delivery of health care & facilitates client decision making about their health
- Reviews & addresses labs / radiology results / medication refill requests
- Uses a population health & community development approach in planning, developing & implementing health promotion & illness prevention & health management strategies / programs
- Uses health teaching principles when prescribing, educating & supporting clients in recommended drug use
- Uses sound clinical reasoning skills & established outcome criteria to evaluate initial & ongoing outcomes of the plan of care, including consultation / referral & revises plan of care based on findings of evaluation

Community Wellness Support & Administration

- Assists with training new NPs, as required
- Coaches nursing staff during learning opportunities
- Collaborates proactively with all team members
- Collaborates with other integrated care teams to share & establish a best practice model
- Explains & promotes the role of the NP to clients / public / other health care professionals
- Models collaborative practice among team members
- Participates in accreditation process & committee activities
- Participates in committees to develop policy & procedures that promote NP practice within a collaborative practice model
- Participates in orientation of new staff as necessary
- Participates in program planning
- Participates in recruitment & selection of program staff when requested
- Participates in team huddles to facilitate & maximize client healthcare outcomes
- Provides clinical supervision, education & mentoring for graduate nursing students, medical interns & residents
- Provides orientation to new staff when requested
- Responds to crisis situations including mental health

Education & Training

Education	<ul style="list-style-type: none"> • Masters of nursing (Nurse Practitioner stream) or equivalent educational preparation as approved by CRNM (required)
Licenses & Certificates	<ul style="list-style-type: none"> • Current active practice registration with the Nurse Practitioner (NP) registry of the College of Registered Nurses of Manitoba (required) • Certificates – First Aid, CPR, Basic Life Support (preferred)
Other	<ul style="list-style-type: none"> • None

Knowledge, Skills & Abilities

Knowledge	<ul style="list-style-type: none"> • Knowledge of Aboriginal health issues (required) • Knowledge of advanced nursing care related to health assessment, diagnostics, pharmacotherapeutics & invasive & minor surgical procedures (required) • Knowledge of Canadian Nurses Association Code of Ethics for Registered Nurses
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	<p>(required)</p> <ul style="list-style-type: none"> • Knowledge of client safety (required) • Knowledge of CRNM Standards of Practice for Registered Nurses on the Extended Practice Register & Competencies for Nurse Practitioners in Manitoba (required) • Knowledge of management of chronic & acute illness in the child, adult & family population in various settings (required) • Knowledge of provincial / federal privacy legislation - PHIPA, PHIA, PIPEDA (required) • Scope of practice as documented in the Registered Nurses Act (required) • Knowledge of First Nations community & culture, health issues (preferred) • Knowledge of the Seven Sacred Teachings (preferred) • Knowledge of trauma-informed practice (preferred)
Skills	<ul style="list-style-type: none"> • Cultural competency / cultural sensitivity / cultural safety skills (required) • Proficiency in MS Office Suite - Word, Excel, PowerPoint, Outlook (required) • Sound clinical judgment (required) • Strong communication (verbal & written) & interpersonal skills (required) • Strong conflict resolution skills (required) • Strong problem-solving skills (required) • Strong stress management skills (required) • Strong time management & organizational skills (required) • Familiarity with Accuro, Manitoba eChart & Mustimuhw software (preferred)
Abilities	<ul style="list-style-type: none"> • Ability & willingness to support, promote & practice client-centered care (required) • Ability to maintain confidentiality of information (required) • Ability to operate in a culturally sensitive manner (required) • Ability to prioritize tasks (required) • Ability to think proactively, critically & independently in order to make strong & informed decisions (required) • Ability to work in a “readiness to change” model of care (required) • Ability to work in a multi-disciplinary work environment (required) • Ability to work independently, within a multidisciplinary team & with minimal supervision (required) • Commitment to continuous self-development (required) • Demonstrated ability to consistently act in a professional manner (required) • Physical capabilities to perform skills (required) • Ability to communicate in Cree (asset)

Experience

Experience	<ul style="list-style-type: none"> • 2 years of experience (required) • 2 years of experience providing care to a First Nations population (required) • Satisfactory employment record including attendance at work (required) • 1 year of work experience in an integrated care delivery model (preferred)
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Employment Checks

Employment Checks	<ul style="list-style-type: none"> • Criminal record with vulnerable sector check (required) • Child abuse registry check (required)
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Organizational Competencies

Client Focus
<ul style="list-style-type: none"> • Applies customer service guidelines that are appropriate for the situation • Creates, develops & nurtures culturally appropriate interactions & connections with team members / clients / families / co-workers / service delivery partners / community members • Develops & maintains successful working relationships with team members / clients / families / co-workers / service delivery partners / community members • Identifies & embraces opportunities to provide helpful information to clients & families • Provides exceptional client service & ensures that clients / families perceive that that all staff are invested in attending to their needs • Understands & is sensitive to culturally diverse customs & traditions impacting health care of clients / family • Works with team members to ensure efficient & effective flow of clients through the department
Teamwork
<ul style="list-style-type: none"> • Attends staff meetings, training sessions, planning / problem solving sessions, huddles, check-in, etc., recognizing that active participation increases quality of client-focused service delivery • Develops & maintains interpersonal relationship in order to be a fully effective & fully participating team member in a care delivery model that focuses on team building • Mentors new / same position staff in other teams • Participates in committees within the department • Participates in fulfilling the mission, vision, values, goals & objectives of the organization • Serves as a resource to other administrative teams • Supports & participates as an active team member • Works collaboratively with team members / clients / families / co-workers / service delivery partners / community members • Works effectively in a multi-disciplinary team environment
Communication
<ul style="list-style-type: none"> • Attends & participate in daily huddles & check-ins as an key component of quality & safety in client care • Communicates issues & concerns promptly to supervisor • Communicates with team members to support & facilitate high quality & safety focused client care • Ensures that verbal & written communication is clear, concise & understood by the listener; asks for feedback • Liaises with internal & external service delivery partners • Practices professional & effective written, oral & interpersonal skills
Quality of Service Delivery
<ul style="list-style-type: none"> • Applies knowledge / complies with policies, procedures, best practice guidelines & applicable legislation • Complies with quality, safety & infection control standards • Maintains a clean & orderly work environment • Meets or exceeds attendance standards in order to support team performance • Practices continuous quality improvement to program & service delivery, process & organizational effectiveness • Reports defective or missing equipment & safety hazards • Understands key concepts including same day access, primary care provider continuity, empanelment & integrated care
Quality of Performance
<ul style="list-style-type: none"> • Ability to perform job with minimal supervision • Arrives at work & starts on-time in order to support of client-focused care delivery • Develops & monitors a system for tracking / monitoring / managing tasks / actions items / projects • Effectively prioritizes needs, problem solves & makes decisions to the level required by the position • Efficiently & effectively manages multiple tasks / responsibilities • Maintains & develops a high level of computer skills in order to effectively & efficiently access multiple

- programs that support high quality client service delivery
- Maintains professionalism at all times, practices conflict resolution skills with clients & staff
 - Seeks out & participates in learning opportunities in order to develop practical / technical / professional skills required by the position
 - Takes responsibility for all work activities & personal actions by following through on commitments

Cultural Competencies

Seven Sacred Teachings	<p>Humility • tapaténimōwin • To accept yourself as a sacred part of creation is to know humility</p> <ul style="list-style-type: none"> • Learn not to be arrogant • Do not think too highly of yourself • Do not want for yourself
	<p>Honesty • tapwéyatisiwin • To walk through life with integrity is to know honesty</p> <ul style="list-style-type: none"> • Be truthful & trustworthy • Use straightforward & appropriate communication • Be honest with yourself as well as with others
	<p>Respect • kistenítamowin • To honour all creation is to have respect</p> <ul style="list-style-type: none"> • Show regard for the values of people & things through appreciation • Don't hurt anything or anyone on the outside or inside • Never take more than you need & always give away that which you do not use • Learn respect & learn balance
	<p>Courage • sōkétahawin • To face life with courage is to know bravery; the personal strength to face difficulties & challenges</p> <ul style="list-style-type: none"> • Have courage • Make positive choices • Stand up for your convictions
	<p>Wisdom • nipwakéwin • To cherish knowledge is to know wisdom</p> <ul style="list-style-type: none"> • To live your life based on your unique gifts is to live wisely • Do not live based on what you wish you were • Live on what you are
	<p>Truth • tapwéwin • To know these things is to know truth</p> <ul style="list-style-type: none"> • Be sincere in action, character & what you say • Pray, every day • Ask for yourself when there is no recourse • And give thanks, always
	<p>Love • sakítowin • To know love is to know peace</p> <ul style="list-style-type: none"> • You must understand & live the other six teachings before you can know love • Attachment is based upon devotion, admiration, tenderness, unselfishness, loyalty & concern • To love yourself is to live in harmony with all creation

Supervisory Responsibilities

This position provides supervision to the following position(s):

- No supervisory responsibilities

Working Conditions

Mental Demands	<ul style="list-style-type: none"> • Frequent interruptions that are disruptive • Occasionally encounter emotionally charged situations • Occasional changes in policy / process • Occasional changes in workplace - staff, budgets, etc.
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	<ul style="list-style-type: none"> Occasional conflicting work priorities
Physical Demands	<ul style="list-style-type: none"> Pleasant work environment Lack of onsite office & / or shared workspace Occasionally lifting, pushing & pulling up to 50 lbs.
Work Context	<ul style="list-style-type: none"> Occasionally encounter unpredictable deadlines Occasionally required to work overtime Occasional meeting cancellations & / or interruptions

Approvals (required for new job descriptions only)

I certify that this is an accurate description of the responsibilities required of the position & that it forms the basis for the position classification level & the performance appraisal related to this position.

Human Resource Manager

Date

Program Manager / Title

Date

Executive Director

Date

Employee Signature (required upon acceptance of job offer)

I have read the foregoing & understand it is a description of the duties assigned to my position.

Signature of Employee

Date